

ADMINISTRATIVE - INTERNAL ONLY

OTE 83-1306

22 February 1983

MEMORANDUM FOR: Management Staff, DDA

ATTENTION:

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FROM:

Executive Officer, OTE

SUBJECT:

Report on the Conditions at the CofC Building
During and After the Blizzard of 1983STAT
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Bob,

1. Per our conversation, a few items regarding the subject.

-- All employees were advised on 10 February (the day before the storm) as to who were and were not essential; what course of action to follow if and when a severe storm developed the following day, that is, listen to the media for OPM instructions. This advice was passed to all personnel through the D/OTE's weekly meeting.

-- A relatively small percentage of employees reported for duty on 11 February (estimates--15 to 20 percent).

-- Same percentage for students enrolled in CofC courses.

-- One Federal Protective Officer, , reported for duty on Friday and remained until Sunday.

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-- Student parking lot was 90 percent clear by Monday morning.

-- Staff parking lot was 50 percent clear by Monday morning.

-- Some personnel could not reach (I assume due to overload).

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2. No major problems. Call me if you have any questions.

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